SYSTEM REPORTS AND PERFORMANCE MONITORING

Commercial Fuel Systems, (CFS), manages the Statewide Fuel Management and Dispensing System for the State. CFS provides monthly usage reports to each agency. Invoices and usage reports are forwarded directly to each agency from the central computer center. The reporting contains all of the accounting, compliance and performance information necessary to facilitate the management of fleet vehicles and drivers.

.01   SYSTEM REPORTS

The following four reports are provided monthly to each agency:

A.   INVOICE

1.   This is the bill for products purchased during the previous month. Agencies pay these invoices directly to CFS through the State's accounting system.

2.   The invoice is summarized by Account (program cost center or functional level and totaled for the agency.

3.   INVOICES ARE TO BE PAID UPON RECEIPT. AGENCIES SHOULD NOT MAKE PARTIAL PAYMENTS. If sub-account approval is required before payment can be made, the agencies should make arrangements for each sub-account to receive individual invoices.

B.   BILLING/DRIVER REPORT

1.   This report is a detailed record of each driver's transactions for the previous month. It is a good tool to monitor driver performance and fuel usage. The report is subtotaled by account (program, cost center or functional level). The report substantiates the summary amount for which the agency is billed on the invoice.

2.   The report provides information as to when (date & time) and where (at which facility), the driver who purchased fuel, which product was purchased, which vehicle was fueled, the mileage and miles per gallon (MPG's) between fueling stops, and the unit cost and extended price for each transaction.

C.   FLEET SUMMARY REPORT

1.   This report is an expense summary of the information detailed in the Vehicle Report by account (program, cost center or functional level). **Note: If one of your agency drivers fueled another agency's vehicle or another agency driver fueled one of your agency's vehicle, the total on the fleet summary report will differ from those on your agency's invoice. In most agencies, charges for fuel are to the driver's agency and vehicle reporting is to the vehicle's agency**.

D.   VEHICLE REPORT

1.   This report is a detailed report of each vehicle transaction by account (program, cost center, or functional level) and substantiates the fleet summary report.

2.   The report provides information as to when (date & time) and where (at which facility) the vehicle was fueled, which product was purchased, the identification of the driver at each fueling, the mileage and miles per gallon (MPG's) between fueling stops, and the unit cost and extended price for each transaction.

Much of the information presented in the Billing/Driver Report and in the Vehicle Report is abbreviated due to space limitations on the transaction line. Explanations of abbreviations may be clarified, if necessary, by contacting DGS Inventory Standards and Support Services Division or the Contractor, Commercial Fuel Systems.

.02   PERFORMANCE MONITORING

A.   The Billing/Driver Report and Vehicle Report must be monitored monthly by the Fleet Manager or agency finance personnel to detect possible abuse or misuse of the system by State drivers.

1.   This can be easily done by examining the performance data provided for each transaction on the Billing/Driver and Vehicle Reports. **The data for monitoring the reports is located in the 'odom', 'dist', "MPG', and Flag fields of the reports**.

2.   For each transaction against a MPG-reportable product (gasoline, diesel, cng, etc.) the system uses the previous

transaction for the vehicle and calculates the miles per gallon for the current transaction.

3.   Odometer readings the driver enters when fueling are used to calculate distance and mileage. The system attemps to get a statistically correct average mileage for each vehicle over its previous eight fill-ups. Comparison of the current mileage with the calculated average is used to set the "Flag" field.

4.   The following are possible values of the "Flag' field:

- No Flag – Current mileage within + or – 20% of the calculated average (or not enough previous transactions in the system to obtain an average).

- < = 0 – Calculated MPG this transaction, less than or equal to zero. Indicates that the odometer reading for the current transaction is lower than for the previous transaction. Either entered incorrectly, or the vehicle card being used does not belong to the vehicle being fueled.

- >999 – Calculated MPG, this transaction greater than 999 MPG. Indicates the odometer reading for the current transaction is significantly higher than for the previous transaction. Either entered incorrectly, or the vehicle card being used does not belong to the vehicle being fueled.

- ? or ?? – Unable to obtain a statistically reasonable average MPG for this vehicle.

- -Avg – Calculated MPG, this transaction, more than 20% less than vehicle calculated average. Based on previous odometer readings may indicate a need for repairs. The vehicle for some reason is getting poor fuel mileage. May also indicate error in entering odometer readings, or driver fueled vehicle using card for a different vehicle.

- +Avg – Calculated MPG, this transaction, more than 20% higher than vehicle calculated average. May indicate that the driver fueled at a location outside the network and did not report the out of system

purchase. May also indicate error in entering the odometer readings, or use of the wrong vehicle card.

In general, the flags are more pertinent on the Vehicle Report than on the Billing/Driver Report because the performance data is **ALWAYS** on the vehicle. On the Billing/Driver Report when data is provided in the "Flag" column it should be reviewed for specific drivers who continually post below the average miles per gallon regardless of which vehicle they drive.

5. **The following comments apply to both reports**:

   a. Ideally, all flag fields would be blank indicating no problems.

   b. **If more than one flag is reported in 5 or less transactions or more than 10% error flag rate for 5 or more transactions per driver or per vehicle, your attention is suggested**.

   c. Flags most typically are a result of an erroneous odometer entry by the Driver, especially the <=0 or >999 ones. Honest errors provide occasional flags, numerous flags may indicate indifference, attempts to subvert the system, or outright pilferage and should be investigated.

   d. A +Avg flag with two or three times the vehicle's normal mileage usually indicates one or more fill-ups outside of the automated system.

   e. A –Avg flag with approximately ½ the vehicle's normal mileage may mean either:

      • Another vehicle or container received the fuel or;

      • The vehicle was fueled normally but fuel may have been subsequently siphoned out of the vehicle tank to another container or vehicle. It is a good idea to check the frequency of fill-ups for both vehicles and drivers.

   THESE FLAG CONDITIONS SHOULD ALWAYS BE INVESTIGATED THOROUGHLY.

f.   Excessive <=0, >999, ?, and ?? flags may indicate that a particular vehicle card is being used to fuel other vehicles or that a driver is consistently entering the odometer incorrectly for whatever reason. These 'Flags' should also be investigated thoroughly.

B.   To summarize performance monitoring, it is designed to give the Fleet Manager or the responsible accounting person a 'quick scan' capability to highlight possible problems at a glance through the reports.

C.   Any questions regarding performance monitoring, reporting or flagging, should be directed to Commercial Fuel Systems at (301) 829-0875 or the Department of General Services – Inventory Standards and Support Services Division at (410) 767-4257.